Federal Work-Study (FWS)

Introduction

The FEDERAL WORK STUDY (FWS) PROGRAM was originated in 1965 by the Office of Education of the U.S. Department of Health, Education and Welfare. The FEDERAL WORK-STUDY PROGRAM (FWSP) is unique in that it accomplishes several functions.

(1) It serves as a source of financial assistance to students.

(2) It offers a training ground where students can work between 6 to 20 hours weekly and gain valuable experience.

(3) It encourages students to participate in community service based organizations.

(4) It provides students an opportunity to participate in the America Reads Program.

The Application

You may apply for the Federal Work-Study Program by completing the required financial aid forms (i.e. the current Free Application for Federal Student Aid (FAFSA) and the CUNY supplemental form). The FAFSA application is available in the Financial Aid Office during the early part of the Spring semester (check with the Financial Aid Office for deadlines). The CUNY supplemental form, the FASIR, is mailed to the student automatically once the FAFSA has been processed. Eligible students will be allocated a Federal Work-Study Award for the fall/spring semesters. Students with special circumstances may schedule an appointment to meet with the FWS Coordinator to discuss utilizing the fall/spring award during the summer. The Federal Work-Study Program Request Form can be downloaded, completed and submitted to the FWS Coordinator at the time of appointment. Permission will be approved at the discretion of the Director of Financial Aid or the Coordinator of the FWS Program. It is important for the financial aid application(s) to be completed early because funds are awarded on the basis of financial need and are allocated on a first come, first serve basis.

NEW FINANCIAL AID APPLICATIONS MUST BE FILED EVERY SPRING. The application may be filed as early as January 2nd for the next academic year. Students may fill out a FAFSA at http://www.fafsa.ed.gov/

The following conditions must be fulfilled by the student in order to be considered for FWS eligibility:

1. Be enrolled in a degree granting program.
2. Be matriculated and enrolled at least on a half-time basis (six credits or its equivalent) on the undergraduate or graduate level. However, during the summer continuing students do not have to be enrolled, but must register for the following fall semester as a half-time matriculated student.
3. Be a citizen of the U.S. or an eligible non-citizen as per the program guidelines.
4. Must be in good academic standing.
5. Demonstrate financial need.

*Note: International students are not eligible for participation in the Federal Work-Study Program.
The Award Letter

Once you are determined eligible, you will receive an award letter in the mail. Enclosed with the award letter will be additional instructions pertaining to the placement process. The amount of your FWS award is indicated on the award letter and you can only work for the stipulated amount. You cannot work in excess of your award. If you are eligible for Federal Work-Study it will be indicated on your award letter, you will be notified as to how to apply for a position on-campus, off-campus or with the New York City Public Service Corps. To learn more about the types of job opportunities offered by the NYC Public Service Corps, you may visit www.nyc.gov which is their website. Federal Work Study (FWS) and FWS Community Service jobs provide employment opportunities for eligible matriculated students. The award amount is based on each student’s financial need and the availability of funds. The minimum pay rate for on-campus jobs is $6.00 per hour for undergraduate students. The minimum on-campus rate of pay for graduate students is $7.25 per hour. Off-campus positions with our affiliated agencies and community service organizations range from $6.25 to $7.50 per hour. Please feel free to inquire about these job opportunities.

Awards:
Federal Work-Study awards are usually made during the months of May, June, and July.

Financial Aid Office
Federal Work-Study Program
1308 James Hall
(718) 951-5816

Other Work Opportunities

On-Campus
Student employment as college assistants provides to qualified individuals varied opportunities to work on campus. These are announced in the Human Resources Office, campus newspapers and on departmental bulletin boards. To be eligible a student must be matriculated and registered for at least six credits, and have earned at least 60 credits. Undergraduate students may also inquire in the Human Resources Office about student aide positions on-campus.

Human Resources (http://www.brooklyn.cuny.edu/bc/offices/personnel/jobs/)
1219 Boylan Hall
(718) 951-5377

Off-Campus
Free services include career counseling, graduate and professional school preparation plus application advisement, and credentials services. Workshops on job search techniques include help with résumé writing; referrals to full-time and part-time jobs, employment recruiters, internships, and alumni advisers; information on the labor market and occupations; and interest assessment.

Magner Center for Career Development and Internships (http://career.brooklyn.cuny.edu/)
Career Development
1305 James Hall
(718) 951-5696

Services include helping students gain career-related experiences through internships in order to
learn the technical, leadership, and interpersonal skills they will need to succeed in their future careers. Workshops offer help in early career planning and career development. Students who are interested in an internship may contact the internship coordinator in the program office.

**Internship Program**  
1305 James Hall  
(718) 951-5774

For more details about availability of full-time and part-time jobs off-campus and internships contact the above offices or view their information on the BC website.